



**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs) Hyderabad
– 500 052**

TENDER NO : 23687/2024-25/PROV-1/ODC

**OPEN TENDER ENQUIRY FOR HIRING SERVICES OF A MOTOR DRIVING
SCHOOL FOR IMPARTING TRAINING IN DRIVING MOTOR VEHICLES
TO THE IPS PROBATIONERS (77RR, 78RR & 79RR BATCHES) FOR A PERIOD
OF 1YEAR FURTHER EXTENDABLE UP TO 3 YEARS.
FROM MARCH 2025 ONWARDS OF SVP NPA**

Date of Tender Enquiry : 19 Feb, 2025

Closing date & time of submitting bids : 12 March, 2025 at 1400 hrs

Website: <http://www.eprocure.gov.in>



SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India :: Ministry of Home Affairs)
HYDERABAD – 500 052.

No 23687/2024-25/Prov-1/ODC

Dated : ____ Feb, 2025

e-OPEN TENDER

1. **Open e-Tenders** are invited from interested Driving School agencies for hiring Services by S.V.P. National Police Academy from prospective vendors under Two-bid system (Technical and Financial Bids) towards the hiring services of a Motor Driving School for Imparting Training in driving Motor Vehicles to the IPS Probationers (77RR, 78RR & 79RR batches) for a period of 1 year further extendable upto 3 years._from March 2025 onwards of SVP NPA.

2. Salient features of the tender enquiry are as follows:-

(a)	Tender No.	23687/2024-25/Prov-1/ODC, dated 19 Feb, 2025
(b)	Description of Contract	Hiring services of a Motor Driving School for Imparting Training in driving Motor Vehicles to the IPS Probationers (77RR, 78RR & 79RR batches) for a period of 1 year further extendable upto 3 years._from March 2025 onwards of SVP NPA. Training is to be provided to about 120 Probationers each year, are expected to undergo training in driving light motor vehicles from March 2025 onwards of SVP NPA.
(c)	Type of Tender	Open Tender Enquiry (OTE) through CPP Portal
(d)	Bid System	Two Bid System (Two Cover Technical Bid & Financial Bid)
(e)	Earnest Money Deposit	Term Deposit / Bank Guarantee for Rs 14,400/- drawn from any of the Commercial Banks in favour of ' The Director SVP National Police Academy , Hyderabad which should valid for a period of 180 days from the date of floating of tender.
(f)	Payment terms	50% payment shall be paid after completion of 50% classes and the balance payment will be made after completion of training. That only 50% payment will be made in case of Probationer, who do not pass the final examination to be conducted by the Academy, after completion of the training classes.
(g)	Tenure of Contract	- The training shall be provided in 15 classes to each Probationer. - Each Class shall be provided 10 KM Driving per day. - That a minimum of about 12 training vehicles are required to be provided, since the batch size is large
(h)	Bid validity	Bid should be valid for 180 days from the date of opening of bid.
(i)	Address of Correspondence	The Administrative Officer (Admin), S.V.P. National Police Academy, Shivarampally, Hyderabad-500 052. "The Director NPA Administration Account No. 52020141259 SBI SHIVRAMPALLY IFSC CODE SBIN0020335"

Contd....2/-

3. Important dates related to this tender are furnished below for information :-

S/No	Particulars	Date	Time
(a)	Date of online publication of tender	19.02.2025	1400 hrs
(b)	Starting date for downloading tender document	19.02.2025	1405 hrs
(c)	Bid submission starting date	19.02.2025	1410 hrs
(d)	Bid submission closing date	12.03.2025	1400 hrs
(e)	Closing date & time for submission of original copies of EMD	12.03.2025	1400 hrs
(f)	Opening of bid	13.03.2025	1400 hrs

4. Interested AND EXPERIENCED Vehicle Hires can download the tender document from Central Public Procurement Portal (www.eprocure.gov.in) and bid can only be submitted through the same website. Bid submitted other than on CPP Portal will not be accepted.

5. Bidders can access and download the tender documents from CPP Portal and can fill them with all relevant information and submit the completed tender document online on the website: <http://www.eprocure.gov.in>. The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.

6. Tender shall be submitted online only at CPPP website. Bidders are advised to refer the Bidders manual kit for e-submission of the bids online through the Central Public procurement portal available at the website: <http://www.eprocure.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/ registered in e-procurement should enroll/register before participating through the website <http://www.eprocure.gov.in>. The portal enrolment is free of cost.

7. The TIA (Tender inviting authority) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any queries regarding e-tendering process, the bidders are requested to contact over phone : 040-24234660 or send a mail over to cppp-nic@nic.in.

8. Following scanned documents in pdf / Excel/.rar file format must be enclosed in separate covers duly signed and stamped.

First cover (In pdf):-

- (a) Signed and stamped of NIT documents.
- (b) Firm Registration Certificate as per the Companies Act of India.
- (c) Banker details.
- (d) Pan Card of the Contractor/Firm and GST Registration Certificate
- (e) Previous year IT Return (**Financial Year 2023-24**) and **Annual Report of last three years (2021-22, 2022-23 & 2023-24)**. The cumulative financial turnover of the bidding firm during the last three years, ending on 31 March 2024 should be at Rs 13,00,000/- (or equivalent in foreign currency at exchange rate prevalent on 31 March 2024) as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India or equivalent in relevant countries

(f) Copies of earlier contract/work order executed in the past.

(g) List indicating the vehicle details with make, model, type of vehicle, year of manufacture and registration number of vehicle along with details of insurance carried by them. The vehicles provided shall be in good condition and should not be more than 4 years.

- **List of Vehicles make and model and Insurance details required as per format given below**

SI No	Vehicles Number	Vehicles Type	Date of Registration	Model	Insurance validity

(h) Scanned copy of Earnest Money Deposit for **Rs 14,400/- (Rupees Fourteen Thousand Four Hundred only)** (Refundable) drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad' submitted in portal followed by original copy before closing of tender date at the address of The Administrative Officer (Admin), SVP National Police Academy, Shivarampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**

(i) LOB (Letter of bid) duly signed.

(j) Commercial Information (In excel format).

Second Cover :-

(a) Financial bid (In excel/PDF file like BoQ):- The rates/ amount of contract inclusive of all taxes. The Price Bid/ BOQ template must not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

(b) Prices shall be quoted in Indian rupees only.

09. Penal Action for Non-Compliance of Terms and Condition of Tender.

(a) EMD of a tenderer is liable to be forfeited if he withdraws his bid (any time after deposition of tender or before accepting the contract.

(b) EMD of a tenderer may also be forfeited if the tenderer derogates any terms/conditions of the tenders, raises conditions with malafide intention to delay/scuttle tender procedure or quotes fictitious/unrealistic rates.

(c) If a contractor wilfully neglects or fails to perform or observe any condition of the contract or attempts to cheat or indulge unfair practices with the motive of making undue gain, the Director may impose a ban on future contracts by the SVP National Police Academy with that contractor.

- (d) The Academy reserves the right :-.
- (i) To accept or reject whole or any part of an offer / tender .
 - (ii) To cancel or withdraw the tender notice.
 - (iii) Accept or reject any deviations from these conditions.
 - (iv) To increase or decrease the requirement of number of vehicles.

10. Others Terms and Conditions :

(a) Training is to be provided to about 120 Probationers each year, are expected to undergo training in driving light motor vehicles from February 2025 onwards of SVP NPA.

(b) That the training vehicle provided shall be in good condition and should not be more than 4 years.

(c) That if the quality of vehicle/instructor provided is found to be poor, then that class will have to be repeated.

(d) Each Probationer shall be given 15 practical sessions.

(e) Each class shall be of 10 KMs driving.

(f) A minimum of 12 training vehicles in good conditions with Instructors and valid 3rd party insurance, are required to be provided without fail for each batch.

(g) The classes shall be conducted on Saturdays / Sundays & Holidays as decided by the Academy.

(h) The Training is to be imparted in the following manner :

(i) Practical Training on vehicles - 15 Sessions (each of 10 KMs) on the dates as fixed by the Academy.

(ii) Out of 15 classes (12 in campus + 03 outside of the campus), the agency should take Probationers outside of the Academy campus for 03 classes during traffic hours.

(i) If the quality of vehicle/instructor provided is found to be poor, then that class will have to be repeated.

(j) The probationers at the end of the training will be examined in similar vehicles which will be provided by the firm.

(k) If a Probationer fails in the examination, to be conducted after the training classes, **only 50% of the training charges** per failed Probationers will be paid.

(l) The driving Instructors are expected to communicate with IPS Probationers in English/Hindi and should have good knowledge of driving skills and traffic rules.

(m) The Contracted Agency should take the Probationers outside the Academy campus and **the practice of reverse gear, Zig-Zag and S-Shaped movements and parking, etc.** Should be given special emphasis.

- (n) In case of delay in reporting of the training vehicle at the Academy by the designated time, then a penalty of **Rs 1,000/-** per hour per vehicle will be deducted from the final bill of the vendor.
- (o) No advance payment will be made to the contracted vendor. However 50% payment will be made after completion of half the number of sessions, on submission of requisite bill to the Outdoor Section of the Academy.
- (p) Final balance payment will be made on the basis of actual number of Probationers trained and actual number of sessions conducted and after deducting the penalty, if any.
- (q) The rate indicated above is all-inclusive and shall remain valid/fixed during the period of contract for one year further extendable upto 3 years and no variation on account of any unforeseen event, shall be entertained.
- (r) The lowest bidder would be accepted.
- (s) No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.
- (t) The Academy reserves the right to accept/reject any tender or all tenders without assigning any reason thereof.

11. PENAL ACTION FOR NON COMPLIANCE OF CONTRACT

- (a) The Tender who fails to provide the vehicle/perform the task assigned to him, the Director SVPNPA shall be entitled at his discretion to deduct the LD (Liquidated Damages) to the maximum of 10% of the contract value.
- (b) In case a contractor fails to comply with the order place by the Academy or to perform his part of the contract to the entire satisfaction of the Academy or fails to abide by the terms of the contract, the contractor shall be liable to all following actions or any of the following actions, as may decide by the Director to this Academy :-
 - (i) To make good the loss caused to the Government.
 - (ii) Cancellation of the contract without any prior notice to the contractor.
 - (iii) Debarment from entering into contract with the Academy for period specified by the competent authority.
- (c) In case of non-satisfaction of any services by the Academy or in case of neglect, failure or delay on the part of the contractor to comply with the ordered placed by the Academy, the Academy authority may without prejudice to any other action which the department may take under the terms of the contract, will be at liberty to procure or purchase such service from any other source. Any expenditure (which may include transportation and their incidental charges) incurred in excess of the contracted rate shall be borne by the contractor or recovered from his security deposit and/or from any amount which may be due to be paid to the contractor by the Academy.

(d) The bidder will be blacklisted by the Academy in case of breach/non-compliance of terms and condition of contract.

(e) The Director SVP NPA reserves the right to cancel the order without pre notice, forfeit the security deposit or recover any damages for any breach of contract.

12. Performance Security Clause. The successful bidder shall have to deposit a performance security of 3 % of the contract value of the work order rounded up to next hundred in the form of account Term Deposit / Bank Guarantee from a nationalized / scheduled commercial bank in favour of 'The Director, SVP NPA, Hyderabad payable at Shivarampally, Hyderabad within 15 days of the placement of work order for due performance as per the provisions contained in GFR-171. Failure on the part of the firm to deposit the performance security within stipulated time the purchaser reserves the right to cancel the Work/Supply Order. Performance Security submitted by the bidder will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable for "Performance Security".

13. Right to Cancel the Order. The Director, SVP National Police Academy reserves the right to cancel the work order without any financial repercussion on either side and without seeking the consent of the supplier at any stage of purchase process. No further correspondence in this matter will be entertained.

14. Arbitration Proceedings. Any dispute arising out of the contract at any time between the parties hereto touching or arising out of this contract shall be referred to an arbitrator to be nominated by the Director, SVP National Police Academy and the decision and award of such arbitrator shall be final and binding upon the parties hereto and the provision of the Indian Arbitration Act 1996 shall apply to the Arbitration proceedings.

15. High Court for Settlement of Dispute. If the dispute between the parties not settled by the Arbitrator, it should be subject to the jurisdiction of the High Court of Judicature at Hyderabad.

16. Death of Contractor (Sole Proprietor). In case of death of a contractor or sole proprietor of a firm, his/her legal heir (s) may be permitted to operate the contract already approved in favour of the deceased and are operational or operating the current contract approved in favour of the deceased :-

(a) Death Certificate of the deceased contractor.

(b) Willingness certificate on an affidavit that the legal heir (s) and accredited agent (s) is/are willing to continue the operation of existing contract (s) at the existing terms and condition of the contract.

(c) Legal Heir Certificate/Succession Certificate from the Court of Law.

17. Opening and Evaluation of Technical Bids.

- (a) The Tender Committee appointed by the Competent Authority of Academy will open all Technical Bids in the first instance on the appointed date and time at SVP NPA Hyderabad.
- (b) During evaluation of the bids, the purchase committee may, at its discretion, ask the Bidder for clarifications of its bid. The clarification of the bidder shall be in writing.
- (c) No bidder shall contact the committee member on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.
- (d) Any effort by a bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be uploaded in the portal. The purchase committee may at its option to choose to open the financial bids immediately after the opening and evaluation of the Technical Bids.

18. Opening and Evaluation of Financial Bids.

- (a) The Tender Processing Committee will open the financial bids in favour of vendors who successfully qualified technical bid.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the bid value. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

19. Eligibility Conditions.

- (a) The bidding firm should have the capability to provide the ordered service/supply in time as and when work order placed and service should be started from the date of scheduled as per attached .
- (b) Any Government organization/undertaking should not have blacklisted debarred/suspended the bidding firm.

NOTE :

- (a) In case of any doubt or need for any enquiry, the tenderer may contact the CDI/Incharge, Outdoor Cell of the Academy (Phone:040-24234434) on any of the working days.


S. Bala Kalyanaswamy Rao
19/12/2015

Administrative Officer (Admin)
SVPNPA, Hyderabad